FTS-HHS-OS

Moderator: Tracey Mock
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Tracey Mock: ...so that we're all able to see the same set of slides at the same time obviously. I guess before doing so I just want to confirm maybe one or two people on the line that you do not have in front of you or access to the Webinar information?

All right, well let me go ahead and pass that on to you. The Web address is HTTPS://www.livemeeting, one word, .com/cc/dt/join.

And then when you get into that Web site, the meeting ID is R-Z-B as in boy 5, B as in boy P as in Paul. The entry code is 4, colon, C-R-b-$-K.

Woman: Yes we'll see if people are logging.

Tracey Mock: So we'll wait a few moments to see hopefully you were successful in logging in.

Coordinator: And Tracey this is (Andrea) the operator.

Tracey Mock: Yes?

Coordinator: If I can interject if anyone has issues or questions they can press star 1 and come into the question queue right now.

Tracey Mock: Okay that's helpful. I'd like to get feedback...

Coordinator: Okay.

Tracey Mock: ...as to whether or not they're able to get into the Webinar.

Because right now they're on a listen-only mode. So if anybody has a question it's star 1.

All right, just one moment. All right and I'll open up the line for the first question. And please remember please record your name.

All right, I'm actually going to need people to press star 2 to withdraw your question. And when you press star 1 to ask a question you need to record your name or else I don't know who to introduce and you don't know when your question is up. So just one moment.

And it looks like we have a question from Fern with Health Insight. Your line is open.

Fern Percheski: Hi. This is Fern Percheski from Health Insight. And I have inputted all that information and I get to a screen that says Welcome to Microsoft Office Live Meeting.

And it then says the meeting has not started yet, wait until scheduled meeting time and then try again. And I've had that appear for the last 15 minutes or so.

Woman: Okay thank you Fern.

Woman: I can go in and schedule another...

Woman: Okay. I mean I don't know what to do. Whatever you can do would be helpful.

Woman: Is this still - is this meeting still on? I can't hear a thing?

Woman: Now you can go. You can...

Tracey Mock: Yes it's still on. We're having a bit of technical difficulty. And we're going to relaunch the Live Meeting and give you all some updated information to access it. So thank you for just hanging in there and being patient for a few moments.

Woman: Okay.

Tracey Mock: Okay. Good afternoon everybody. I apologize for the delay. We're having a bit of technical difficulty but we're going to go ahead and get started. And I will provide you with some new access information momentarily.

My name is Tracey Mock. I work with the Office of the National Coordinator for Health Information Technology.

I'm the ARRA recipient reporting coordinator point of contact. And I'm so pleased that you could join us here today.

This is as some of you may have already experienced having perhaps other ARRA awards, you've already gone through recipient reporting perhaps with other agencies.

But this is a fairly new experience for us. And so we're kind of learning just as you are. And we welcome the opportunity to work collaboratively with you all to make the recipient reporting period a success.

I'm going to introduce to you in a moment our presenter for today. He'll go through the slide presentation which will hopefully be up shortly.

And that at the conclusion we'll entertain, you know, questions and we'll provide answers. So with that I'm going to introduce you to Brandt Chvirko.

He's with our Recovery Office and has had much experience with this whole recipient reporting process. So with that I'm going to turn it over to Brandt.

Brandt Chvirko: Thank you Tracey. And hello everyone, apologize again for the technical difficulties. Again my name is Brandt Chvirko.

I served as the Recovery Act Coordinator for the US Administration on Aging. So I was Tracey's counterpart over there.

And actually we did a bunch of conference calls with our grantees. So we didn't have Webinar capabilities. So I'm used to talking in a very descriptive manner.

So hopefully these slides will be up shortly but if not I will try to talk in as much detail as possible.

So the Recovery Act of 2009 as you well know has provided billions of dollars to thousands of organizations and universities throughout the country including those now funded by ONC.

So, you know, that is the great news. In return for this funding though, Section 1512 of the Recovery Act requires that not later than ten days after the end of each calendar quarter all recipients shall submit a report that includes various data elements including expenditures jobs and other information.

And then not later than 30 days after the end of each calendar quarter the federal agency shall post that data so that it's accessible to the public.

So the overall goals of the Recovery Act are to provide the public with transparency into how federal dollars are being spent hence, you know, posting it, you know, 30 days after the quarter and to foster accountability for timely prudent and effective spending of these dollars.

So of course for these goals to be realized that's where you come in that recipients have to collect and report on a good deal of information.

And although time consuming, can be time-consuming, this is an important exercise because it can demonstrate to the public and to decision makers that investing Recovery Act or any dollars for that matter into health IT electronic health records is a wise choice.

So the intent of today's presentation is to make you successful in that endeavor. It's to provide you with the information that's required. And then just as importantly letting you know what we're doing to make this process manageable.

So, you know, I'm going to present this information under the - assuming that you do not have a lot of experience or knowledge about Recovery Act reporting.

So you're going to hear a lot of terms thrown around and dates and it's, you know, going to get fairly detailed. And I just want you to know that it's going to sound more overwhelming than it actually is that it's really, it's not going to be that bad.

We've had two reporting periods already in October and in January. And HHS, so of course the parent department for ONC had an 99% reporting rate both in October and in January which - and that constitutes over 18,000 reports in October and over 19,000 submitted in January. So, you know, it just goes to show that this process is definitely manageable.

And fortunately, you know, we'll have some advantages going in. For all of you state agencies on the line you'll also be able to rely on your agencies ARRA coordinator because many agencies, state agencies have received Recovery Act funding from different sources.

And also I'm going to be using interchangeably Recovery Act and ARRA or American Recovery and Reinvestment Act for 1512 data which is the part of the Recovery Act that specifies the need for reporting.

So for those state agencies I'd encourage you to work closely with your ARRA coordinator because they've been through this process before and know what's expected.

Also most states reports centrally. So there's some kind of governor's office that actually submits the report on behalf of the federal agency.

So in - if you're in one of those states -- and chances are that's the case -- then you'll be able to access their expertise and they'll be guiding you through the process.

So again having been through this twice we have a good idea of what works. Most importantly we have to provide you with all of the tools and information that you're going to need to be successful.

And that's going to include sample reports for each of the ONC programs with specific data that's standard to each of your programs, also checklists and Frequently Asked Questions documents. And also at HHS we've developed a recipient readiness tool that also includes a great deal of data.

And all of this information you can now or soon will be able to access on the ONC Web site. So that's kind of our role and what we're going to do to help. But of course you play a major part in this.

And most importantly you need to, you know, start this process right away and access these tools and so forth so that you can pull together the required data and then report that.

And also you're going to be most likely working with sub recipients and vendors. And you'll need to work closely with them to collect their information, especially jobs information and then check the quality of that data before submitting it onto the Web portal that takes that.

So by doing those things and accessing our - the tools that we provide that's going to provide you with most of the data elements you need, this process can most definitely be manageable. So...

Tracey Mock: Okay.

((Crosstalk))

Tracey Mock: It's a good segue because we do have new access information to share with you. Again my apologies. I guess it has something to do with Daylight Savings believe it or not, so the timing was off.

So just one of those rare situations. But in any event I do have access information and I'll read it off slowly.

The URL is actually the same as what I said earlier but I'll repeat it. It's HTTP://www.livemeeting.com/cc/dt/join.

The meeting ID is 9-B as in boy P as in Paul W-G-C. The entry code is lower case s as in Sam, comma, 9, asterisk, semicolon, T-C.

I'll give everybody a moment to log in and we'll be able to see that that was successful and then we'll go ahead and continue.

Woman: It's working.

Tracey Mock: Oh good. Okay, it looks like the second time was a charm, looks like we're seeing some successful entries. Let's wait like a few more seconds and then we'll go ahead and continue.

Okay I can repeat the code one more time if that's helpful, sure.

Okay one more time let's see URL HTTP://www.livemeeting.com/cc/dt/join.

The meeting ID is 9-B as in boy P as in Paul W-G-C. And the entry code is lower case s as in Sam, comma, 9, asterisk, semicolon, T-C.

Okay. It looks like we're - that we're good to go.

Coordinator: Hello Tracey?

Tracey Mock: Yes?

Coordinator: We do have three people in the queue or a couple of people in the queue who might have a question. I'm not sure. Did you want to open up for questions right now?

Tracey Mock: We probably should in case they're having trouble accessing, so yes.

Coordinator: Okay just one moment.

Woman: Forty-two.

Tracey Mock: Oh we're 42, okay good. But we have 57 on the call so we know...

Coordinator: All right we have (Alex) from California. Your line is open.

(Alex): Hi could you - I just want to make sure on the login, it's 9-B-P-W-G-C?

Tracey Mock: Yes, 9 B as in boy P-W-G-C.

(Alex): And the password was S, comma, 9, asterisk, semicolon, T-C?

Tracey Mock: Correct, upper case T and upper case C and lowercase s.

(Alex):   Okay. Okay thank you.

Tracey Mock: Thank you. Okay. All right, I think we're good now. Oh yes the numbers? Okay. All right I guess it pays to repeat and speak slowly. So that worked. Okay.

                    All right, so with that we're going to go ahead and continue Brandt...

Brandt Chvirko: Yes.

Tracey Mock: Okay. So you should see the first slide appear on your screen.

Brandt Chvirko: And that's actually where we are.

Tracey Mock: Where we are, that's right...

Brandt Chvirko: So that was all...

Tracey Mock: ...which brings us here today. That's right.

Brandt Chvirko: So now to the second slide which just kind of lays out what we're going to discuss today.

                    Again we're just going to provide a general overview of recipient reporting starting, you know, with the basics.

                    Also discuss, you know, kind of what you're going to need to do to make sure that the data that you submit is accurate and complete.

Then provide you with some information about immediate next steps to get started. And also we have an appendix for you of some helpful links.

So again the Recovery Act basically answers three key questions, well actually these questions include, you know, two or three questions within them. But who is receiving Recovery Act dollars and what amounts?

What projects or activities are being funded and what's the completion status and what impact have they had on jobs funded?

And again this is basically right from the mandate out of Section 1512 out of the Recovery Act and even - and also of course the quarterly deadlines.

So the first reports for your benefit are going to be due on April 10 Pacific - Midnight Pacific Time is the deadline.

Again we already had reports due in October was the first one and then January. And then July will be the next one after this.

Also it's important to know that if you just received your award or even if you receive it as late as March 31 which could be most if not all of you, then you will still need to submit your report by April 10.

The good news is that again we're going to provide you with pretty much all the data that you're going to need to do that because you're not going to have to worry about, you know, calculating expenditures and drawdowns and jobs and so forth most likely at this point.

So you can just put zeros in those fields, most likely will not have any sub recipients or vendors yet to have to report their information.

So it'll mostly just be general identifying information about your organization that you'll need to submit by the 10th.

But we'll work closely with you your ONC project officers to make sure that you have what you need to be able to meet that immediate deadline.

And again there's no extensions. I mean unless they're announced, you know, beforehand. Because in October and January there were - the deadline was pushed back a bit. But we can assume or please do assume that this time it will be on the 10th.

Data, all data is cumulative except the jobs information which I will go into more. So for example if in your first reporting period you spent 100 grand, second reporting you've also spend 100 grand, and the second report you would report 200 grand. And it's the same for, you know, for all of your sub recipients and so forth.

So how are you going to submit this information to us to be in compliance with the law?

Well OMB and the Recovery Board, the Recovery Reinvestment Board which are made up of all the Inspector Generals from throughout the federal government is who's kind of manages this whole process.

And they've established a site at federalreporting.gov where not just you but the entire federal government and all the recipients submit their reports.

And you can do that one of three ways. There's just an online Web form that you can use or you can download Excel spreadsheets that they have on there, fill them out and then post them or also XML upload you can use as well.

Also there are to assist you in, you know, making sure that you have submitted reports that include all the required data, federalreporting.gov includes a validation tool and various checks within the system to make sure that your reports are complete and accurate.

You know, so for example if for your DUNS number it's supposed to be a nine digit number, if you've only input six digits it will let you know that.

Also there are specific hard checks in there that where that you have to make sure certain fields are correct before you can submit them.

So for example you won't be able to enter a expenditure amount that's greater than your award amount. You'll have to go back and check that.

And also some soft checks like around jobs numbers. For instance if it appears your job number might be overly inflated or if you spent a tremendous amount of money and don't have any jobs it will flag just to make sure that that is correct. But then you can still submit the report.

Section 1512 reporting cannot be combined with existing reporting elements. So it's important to note that there's a big difference between what's asked of you with the performance data and your regular progress reports, whether they're financial or performance that are spelled out in your Notice of Grant Awards and where you'll be working with your project officers to report that information just as you would for any federal grant.

And that's separate and distinct from what I'm talking about today which is the 1512 data that's due to federalreporting.gov.

So you'd have to work with your project officers for the deadlines and how to submit that other performance data.

Noncompliance for 1512 data is treated as violations of award terms and conditions.

Missing reports, especially twice in a row can result in termination of funding or initiation of suspension or debarment proceedings.

Once you have submitted the information to federalreporting.gov then you're going to work with ONC to make sure that that data is accurate.

Then on the 30th of the month it gets posted to recovery.gov. So there's two main Web sites that are involved in this whole process.

The first one is the federalreporting.gov which is password protected which you and the other recipients use to submit the data and then the federal agencies use to verify and correct the data.

Then once that process is done now all that information is used to populate recovery.gov for access by the public.

And at recovery.gov there's all kinds of graphs and charts and map of the country with little blue dots showing where every single recipient report is so that people can find out what reports are in their area and how much and so forth.

So who is required to report under Section 1512? First of all prime recipients, that's you, any entity that's receiving money directly from the federal government in the form of a grant, contract, or cooperative agreement.

Also again you - most of you will have sub recipients. And you, of course that's perfectly fine to also, you know, award money out to help you to carry out the mission of your project and also to vendors to help support you carrying out the mission of that project.

You are able to delegate the reporting responsibility for score the sub recipient data elements which will - I'll show you in detail later.

You can delegate that to the sub recipients. And then they would be responsible for reporting that directly to federalreporting.gov.

Also again, many - the prime recipients and state agencies most likely you will be providing your data to a central reporting entity within the state that will submit that data.

But still, the prime recipient, so you will be ultimately responsible for all the data that's submitted whether you delegate any of that to your sub recipients or whether a state central reporting agency submits that.

Sub recipients, they are - the best way to find a sub recipient is that they carry out activities that directly execute the mission of the prime recipient and the overall intent of the legislation and the federal agency that's awarding that money.

So for instance at the Administration on Aging, our money went to - well first of all we funded congregate and home delivered meals for seniors.

And our money went to state units on aging, our counterparts at the state level who in turn awarded that money to area agencies on aging at the local level.

So those area agencies on aging had the same mission to provide meals and other services to seniors. So those were sub recipient organizations that then the prime recipients reported their data elements or in some cases delegated that to the sub recipients.

So next, so sub recipients, that's as opposed to a vendor. So again, sub recipients directly execute the mission. Vendors provide products or services that indirectly support the mission.

So you can see here some definitions or characteristics of a vendor goods and services to many different purchasers operates in a competitive environment.

Again their goods are ancillary to the operation of the program. Also compliance and terms and conditions of the federal award do not carry down to the vendor although they do carry down to the sub recipient.

And again, vendors cannot - you cannot delegate reporting responsibility to vendors although there are some data elements for them that you will need to submit.

And then if any jobs are created by vendors just as if they're created by sub recipients, you will need to relay that information as well.

So a perfect example of a vendor, if you needed a lot of printing done and you went to Kinko's to help you to support the overall mission of what you're

trying to accomplish, you would need to report some basic information about that vendor.

So next these are just some of the general exceptions to 1512 reporting. Any mandatory program, something like Medicaid. Medicaid received some money or a fair amount of money under the Recovery Act so there's no reporting required there to any individuals which is not applicable to ONC, any awards under $25,000. No, don't think there's any of those also at ONC.

And then also for contractors if you received a prime recipient contractor that has not issued any invoices.

And although ONC has provided money to contractors, the - those recipient reports will be overseen and monitored by other federal agencies and partners.

So this call is going to be geared primarily towards grants or in the case of ONC cooperative agreements which are basically the same thing for the purposes of the Recovery Act.

So this is now a general overview of recipient reporting. Again it looks more complicated than it is.

So the most important part of this entire calendar -- and of course this relates to April -- is what happens before the first.

Because that's where, you know, you of course are collecting and verifying all of the information working - well I guess you won't have to so much work with sub recipients and vendors for this reporting period if you don't already - don't have the time to make those awards. But in others you will.

Also the very first step is to register with the Central Contractor Registration or CCR and obtain a DUNS number because you're going to need to do this in order to register@federalreporting.gov.

So again for many state agencies chances are you probably already have these.

Important to note that CCR numbers expire or you need to re-new those yearly. So if you haven't done that in a little while you would have to get another one.

And it's by registering in CCR and DUNS that allows you again to access federalreporting.gov.

Also make sure that any sub recipients that received $25,000 or more also have DUNS numbers. Because you will need to report their DUNS numbers or they will need to report them if you delegate.

So, you know, given that there could be delays in getting, you know, registering at these various places and at federalreporting.gov it's really important to start that as soon as possible.

Also and again pre-April 1 is when, you know, you're working and to - with the tools that are provided by ONC and HHS to populate your reports.

Then between the 1st and the 10th is when you can actually submit your reports. You can start on the first and go up through the 10th.

During this period HHS is going to be providing ONC with downloads of the data of what information or what reports have come in so far.

So if it gets close to the 10th if you haven't submitted your report you most likely will get a call or email from your ONC project officer just reminding you to please do that to make sure that you meet the deadline.

Then on the 11th day after the end of the quarter you - is when you would have the opportunity to check any of the sub recipient data that say was delegated if you have them report that information themselves.

But most - again, most data quality reviews are going to occur before the 1st because you certainly won't have much time to do it there in one day.

Then on the 12th is when the reports are locked in the system. So you will longer be able to access them after the 11th unless ONC unlocks the report.

And they do that if they make a comment in the report. If they notice that there is a significant error, that there's - if there's data missing you can expect that they will contact you at that point through federalreporting.gov by unlocking the report.

So then, you know, you go back and forth with ONC. Well hopefully not, that the data is all fully complete and accurate.

And then on the 30th is when it gets posted to recovery.gov for access by the public. And then just what's started in the last reporting period there's now an extended review period.

So on the very, very small chance that not all the data is complete and accurate you'll have an opportunity beyond April 30 to correct that.

So it will get posted back to federalreporting.gov on or around May 3. Then you can make any additional corrections.

And then that gets reposted to recovery.gov on the 10th and every two weeks thereafter. And then that system shuts down a couple weeks before the next reporting period and then the whole process starts all over again. So that in a nutshell is the recipient reporting timeline.

So what exactly is required for you to submit is - as part of these reports?

So prime recipients again, those of you receiving money directly from ONC have to report information such as the amount of funding that you've received or drawn down to date, the amount you've expended.

And again at this point most likely those will be zeros. You'll have to just provide a brief description of the project, its completion status. And then estimates of the number of jobs and a description of those jobs. And that's just a handful.

And again central reporting states, you'll be providing that information on to the governor's office or wherever.

Recipients also, you know, in addition to that kind of descriptive information, you'll have to provide identifying information as well such as your - what's your award number, what's your treasury account symbol, what's your CFDA number, your DUNS number, et cetera.

Sub recipient data elements -- and again this is just for organizations that received $25,000 or more -- these include but aren't limited to also DUNS number sub award date, the date that you award the information to the sub

recipient, the amount that you gave to them, the amount that they've drawn down to date.

And again or what's good to know is that you'll have many if not all of these elements on file so that if you decide to report on their behalf it shouldn't be too onerous for you to gather or to report that type of information.

Also as I mentioned there are some vendor data elements that are required. And this is just for those also that received $25,000 or more.

And that's - and that they received that directly from the prime recipient. And for those vendors, you will have to report on their behalf their DUNS number or name and zip code. So vendors are not required to get a DUNS number as are your sub recipients.

Also you need to provide the expenditure amount and the expenditure description and then also for sub recipients that have any vendors.

So, you know, again you provide money to an entity that's helping to carry out the mission and then they decide that they need supportive help in carrying out their activities and work with a vendor.

And if they - and if they give that vendor 25,000 grand or more, you are going to have to report that DUNS number or the name and zip code. So it's a bit less for those vendors.

Finally you may have sub recipients or vendors. And these are just the ones that you fund directly speaking of vendors, that received $25,000 or less.

For those you'll just need to report in aggregate how many, you know, sub recipients you have funded and also the dollar totals, what is the full total of awards that you provided to these subs. And the same information is required for vendors that received $25,000 or more.

It's important to note there's no information that's required of sub sub recipients. So not to throw out yet another term, but at the Administration on Aging, again we sent our money to state units on aging, they sent it to area agencies on aging. But that's not where most of the work occurred.

Because many of the or most of the area agencies on aging then awarded money to congregate meal sites, senior centers, those types of organizations that actually provide the meals to seniors.

So but fortunately there were no data - specific data elements required of those organizations. And again these sub sub recipients are those that help to directly execute the missions as distinct from a vendor which would just be providing goods and services to help.

And I'll get to this later, but if the sub sub recipients create jobs you still will have to at least aggregate and report that information but just not any of this identifying information that you have to report or your sub recipients have to report.

Finally the names and compensation are required for primes and subs top five in your organization. But the good news is there's all kinds of caveats that's only required if in the preceding federal fiscal year the recipient -- and that includes both the prime or the sub -- received 80% or more of their annual gross revenues from federal funding, and $25 million or more in federal

funding, and members of the public do not already have access to this compensation information.

So for instance for the administration on aging recipients, none of them needed to fill that out. But, you know, you may have to. And you can work closely with your ONC project officer if you have any more questions about that.

So here is the whole list of all of those elements that I described showing you what's required of primes, and subs, and then also the vendor information that's required, you know, if they're funded directly from a prime recipient or those that are funded from a sub recipient and what types of information you need to report on behalf of those vendors.

So I have a sense that you may have the same feeling that you did when you looked at that timeline, feeling oh my goodness what is - this looks overwhelming. I'm not even sure what my DUNS number is and account number and award number and CFDA and so forth.

Well the good news is don't panic because that's where we come in, where ONC is going to provide you with the bulk of this information ahead of time through sample reports.

And then also at HHS we have a Recipient Readiness Tool that is going to provide additional information.

So the sample reports that ONC completes for each of the eight programs that ONC funds are going to include the information that's standard to all ONC programs or all of those distinct eight programs such as well your funding agency code that you need to put, the CFDA number, et cetera.

And then our HHS Recipient Readiness tool which you can access via the ONC Web site will provide these elements as well as those that are specific to each recipient such as your particular award number, you know, your unique amount of award that you received or DUNS number.

And we pull that information out of the grants management system and then post that's so that you can go in and pull that down.

And you can search this site either by state. It has all of the HHS awards listed by state or you can look it up by DUNS number. So that should make your job substantially easier.

And also what's important to note is that it's the first time going through this is going to be the, you know, the most time-consuming.

But after that all of this information is going to be in the federalreporting.gov system. And there's a copy forward feature so that come the next reporting period you can just copy forward all this information that you've already submitted.

And then since reports are cumulative except for jobs it would just be a matter then of updating your expenditure fields and your draw down fields and jobs and so forth.

So again, of all of these data elements there's just a handful that have to - they can't be completed just ahead of time.

And these are the project status, you know, or how far you're along in completing this project, the amount of funds that you've drawn down, the

amount you've spent, the number of jobs, description of jobs and then also, you know, what I mentioned about the total number of subs and vendors received under 25,000.

All the rest is identifying types of information that we're going to have for you on these readiness tools and in the sample reports and so forth.

But there is always a but. The elements that I mentioned of course are the ones that take the most time as far as jobs and so forth working with your sub recipients and vendors.

So it's not so much the case this time since you're getting the award so close to the reporting period and chances are you don't already have a lot of sub recipients and vendors.

But when you do you will need to develop a system to train those folks in, you know, calculating jobs, and then developing a process for receiving that information from them and then pulling it together and verifying it and then submitting it onto federalreporting.gov which is why, you know, we wanted to make sure that we took care of all of the aspects of the identifying information to make - so that you could make - it could free you up to do this other job collecting jobs and those kinds of issues.

So speaking of jobs again, 1512 the Recovery Act requires that recipients report on the number of description of jobs created or retained due to the Recovery Act.

And in December new jobs guidance was released. The old - the original jobs guidance was a bit confusing because it was kind of a subjective determination in how you calculate a job.

You had to try to figure out would this job have existed were it not for the Recovery Act. Also jobs, you used to have to track that information in a cumulative basis.

And there was kind of - it was a formula that was fairly complex to do that. So based upon the feedback that OMB and the Recovery Board received from the first reporting period they changed that to make it simpler so that now jobs information is only reported for each quarter. So you'll only have to calculate per quarter. And also they've taken out that - the subjective nature of calculating jobs.

So now you count a job if it is funded by the Recovery Act -- as simple as that -- if it's a new job or if it's a job that has been retained.

So if you've had someone on the payroll for three years getting funded from state or another funding source and now they're funded by the Recovery Act, you can count that job.

Also you can count jobs that will be reimbursed by the Recovery Act. So, you know, if you've already received this money and you can already start to hire people but, you know, you're not able to reimburse right away or within this reporting period, you can count those jobs as long as eventually they will be reimbursed by the Recovery Act.

But of course if those jobs still don't exist in the next reporting period you can't continue to report them.

So it's important to note that there are no jobs fields in the sub recipient data element. So back on that - go back to the previous - just the previous slide right before this one.

So if you notice in the sub recipient there are - there is nothing in there about jobs. So that's again where you're going to have to - so that's where you're going to have to collect that information from them and again your vendors to come up with that, with those numbers.

And then also as I mentioned before you could have to count down to the sub, sub recipient level. So for the Administration on Aging programs most of the jobs were provided at those congregate meal sites and senior centers where they hired kitchen staff and meal servers and drivers for the home delivered meals.

So the sub recipient had to work with those sub sub recipients to collect that information and then submit it on to the prime recipient and then aggregates all of it from all of the prime, well from all the sub recipients and vendors and then submits that.

According to the OMB guidance, prime recipients are required to generate estimates by directly collecting specific data from sub recipients and vendors.

And they don't spell out specifically what that data is. You know, it does not mean you have to collect timesheets and, you know, get into huge detail.

But you will have to be able to, you know, show how you came up with a particular number with what they send you.

And none of that data is required for federalreporting.gov nor is it required by ONC. But it is important to keep that on file in case you are audited by the Office Inspector General or a state auditing company.

And then finally there's a description of jobs field. And that can just include a brief list of job titles.

So for instance for the Administration on Aging, you know, there was just mentioned drivers and kitchen staff and so forth so it doesn't have to be in, you know, great detail.

Jobs again are not cumulative. So it's going to be numbers that are created or retained in that quarter.

So next we'll - I'll just briefly show how jobs are calculated. And this is - in the appendix there's a link to the updated jobs guidance that came on December that has multiple examples of how to do this.

But it's fairly simple. Jobs are counted as full-time equivalents or FTEs. And basically you calculate those by dividing the number of hours worked by your employee or employees and divide that by the number of hours in a full-time schedule for that particular job.

So you come up with a number of hours in a full-time schedule just by determining how many hours people work is - would be full-time per week multiplying that by 13 which is the number of weeks in a calendar quarter which comes to 520 hours.

So that's going to be your denominator for this FTE calculation. And then the numerator is just however many hours your employees worked or obviously your sub recipient or vendor employees.

So if one of your sub recipients only has one full-time employee who worked 40 hours a week, they would have worked 520 hours, divide that by 520, comes to one FTE and that's what you would report.

Also it's important to know if you've received more than one award to be careful about double counting. For instance at the Administration on Aging we gave states money for congregate and home delivered meals. Those were separate awards.

So they had to make sure that they were reporting separate jobs numbers for both of those different awards and not double counting the jobs that were submitted.

Also the December jobs guidance provides plenty of examples too about calculating partial jobs. You can certainly do that.

It's if only 50% of someone's salary is provided by the Recovery Act and they work full-time you would just, you know, divide 520 by 2. That 260 divided by 520 would be .5 FTEs.

And then of course if you don't know, you know, individually for each employee but know generally, you know, how much ARRA resources you dedicated, you can also just as come up with your overall FTE number combining growth ARRA and non-ARRA and then just multiplying by the percentage that is ARRA to come up with the accurate FTE total.

So the next slide just provides description and examples of how to do that. So for instance if you have someone only works - you have a temporary employee who only works one week that would just be 40 divided by 520, .76 FTE.

And down below it shows you, you know, how to count these various employees. So in the first example it shows full-time, part-time, temp employees.

You add all those up and then divide by 520 if you - a full-time work week is 40, comes to 2.75 FTEs that would be reported for that particular sub recipient or vendor or even prime recipient if you also have jobs.

And then it shows you over time how jobs numbers can decrease as you spend the money and so forth. And again those, each of those are just distinct. Those are not cumulative numbers.

So finally I'd just like to talk briefly about again, data quality. So according again, according to the jobs or the OMB guidance, prime recipients have the principal responsibility for quality of the information that is submitted both for any sub recipient data or if you're working through a centralized reporting office.

So OMB calls for developing internal control measures as appropriate to ensure the three main goals of accuracy of the data, completeness, and timely, timeliness -- timely reporting of the data.

And you focus particularly on two key data issues, material omissions. That's if there's missing data within a report.

So if you fail to put in the completion status or your jobs description, that's a material omission. Or obviously if you don't submit a report at all that is a major material omission.

Also significant reporting errors, you know, major erroneous reporting that leads to significant risk that the public will be misled or confused about the recipient report. So if you have an incorrect expenditure number or jobs number and so forth.

And then its - this is what you're ONC project officers are going to be working with you on during the agency review period between the 12th and the 29th to first of all making sure that you submitted a report by the 10th so that you don't have that major material omission, and then also that there are no significant reporting errors that would lead to have the public not have a full picture of what's being done.

So OMB doesn't have a specific mandate for how you should conduct these data quality reviews. But it has some - suggests some possible approaches such as establishing control totals, for instance checking did - you know, your total number of sub recipients against those that submitted a report, include identifying data outliers.

For example, do your jobs numbers that sub recipients are reporting to you seem reasonable given the amount of funding that they drew down?

What's helpful too is that the checks that are built into the system are going to help with this process, those hard and soft data checks that I described earlier that won't allow you to for instance submit a expenditure amount that's greater than your award amount will also help you in making sure that your data is accurate.

And I guess that is it for data quality.

So now just some of the prime recipients next steps. Again as I mentioned before, right away to register in CCR and obtain a DUNS number and ensure that your ARRA coordinator, and that's important to identify who that should be within your organization.

That person will be the liaison with ONC and also within any of your sub recipients and vendors. Ensure that that person's registered at federalreporting.gov and any backups.

But, you know, make sure that you have clear delineation of who is entering the data because you don't want to double count and so forth. But that's all part of your data quality process.

Also ensuring that sub recipients have a - have registered as well and have DUNS numbers and so forth. But that's just if they are receiving $25,000 or more in ARRA funding.

It's important too to develop a roster of your - of ARRA coordinators at each sub recipient or vendor organization so that you can work with them on collecting the jobs and other information and have a point person to work with that you can train as far as how to calculate jobs and how and when to send you that information so that you have time to check it before it is submitted.

Also right away you're going have to determine, well actually it's not so much important for this reporting period, but if you are going to delegate the next reporting period or even if you have gotten the award already and have time to decide whether you're going to do that.

You have to delegate to all sub recipients or to none of them. And it can only be those that received $25,000 or more in funding.

And also if you have delegated, make sure that they also are registered to report at federalreporting.gov.

Next ensure that there's coordination between the point of contact that's listed in CCR, the Central Contractor Registration and your ARRA coordinator that you identified because those could be different people.

When you obtained your CCR number if you already have that, whoever filled that out put in a point of contact.

And that's where federalreporting.gov to that person is who will receive the federalreporting.gov PIN that you're going to need to use also to submit your report.

And that's done because some organizations could have more than one DUNS number. So a separate PIN is created with each particular DUNS number.

Also who it - if whoever registers in federalreporting.gov, if that's not the CCR point of contact, that person will also - will automatically be registered in federal reporting.gov.

And then if anyone else asks to receive a PIN number in order to report that information will first go to the point of - the CCR point of contact to be approved in order to do that.

So again your - the person - the CCR point of contact could be the person that's actually submitting the report and that could be different then your ARRA coordinator. So just to make sure that those folks interact.

Also of course delegating next time, make sure that they're aware of their reporting responsibilities and then follow-up with them.

And then but if not delegating, develop a means to collect that information from them in particular jobs information.

Tracks any awards less than $25,000 to subs or vendors because you're going to have to report that in the aggregate.

Also if you are able to award subs and vendors this time around, you know, make sure that they have information about how to calculate jobs and to give you - get you that information back in time.

Also most importantly use the ONC sample reports and readiness tools to begin completing the prime recipient data fields.

And then coordinate the timing of your submissions with subs if you have any or with the central reporting agencies if you're in a state agency in one of those states.

And then of course through this whole process you're checking for omissions and errors. And then you're ready to submit the report on or before the 10th of April. And then make sure to notify your project officer upon completion.

So I told you that we - oh actually I'm sorry really quick the appendix. This is just some helpful links that provides even more detail of all the things that I've

discussed where you can go for more information including also federalreporting.gov has great information, user guides that goes in detail about how that system works.

But also they have a hotline where you can call if you have any specific questions about submitting reports.

So that generally concludes my presentation. I told you I was going to throw a lot out at you. And again my general take home message is don't panic.

It's not - it sounds more overwhelming than it actually is because we're going to provide you with all of the tools and information that you will need to submit your reports accurately and in a timely manner. So with that I am done.

Tracey Mock: All right. So I guess we're ready to open up the lines. So I guess I need to do the star.

Coordinator: At this time if you would like to ask a question please press star 1 on your phone and please record your name when prompted.

Once again it's star 1 if you'd like to ask a question.

Tracey Mock: We have two questions that have been posted to the Webinar. I guess we'll go ahead and start with those.

Okay we have one from (Annette Stevens). And the question is should we report on position if we have not drawn down against those lines yet?

Brandt Chvirko: Yes. As long as they'll be reimbursed by Recovery Act funding you can report jobs this time even if you haven't drawn down any funding.

The next, during discussion on Slide 8 regarding exceptions to 1512 reporting did I hear right that Medicaid is not required to report?

Yes if you received funding through CMS the Center for Medicare and Medicaid Services under the Recovery Act although I'm not sure if that money has gone out yet, so you might be in a different situation.

But yes program - mandatory programs are not required to report under Section 1512 of the Recovery Act.

And actually in the online resources, the June guidance, if you look in the appendix of the June guidance, it will provide you with a list of all the programs that are required to report and all those that are not.

There's a question also from (Sherry). Is there a help desk available to ask questions when we start preparing the reports?

There is through federalreporting.gov which you can access at the federalreporting.gov Web site, has that number.

But also, you know, those questions if they're not able to answer them will be escalated on to the agencies.

So those also if it's a programmatic question it will make it to us. But also you can certainly contact your project officer right away. And they can help you.

And Tracey Mock who introduced this call is the Recovery Act Coordinator for ONC. And she can help to answer any questions. And we at HHS and the Recovery Act Office are certainly available as well to help out.

There's another question from (Michael). The report template asked us to submit infrastructure expenditures.

As I understand it for ONC there are no infrastructure payments. So everyone can leave those fields blank.

Can we print the Webinar presentation or will it be emailed to us? Tracey is that...

Tracey Mock: Yes. It was emailed to the project officers who in turn could email it to - if there's somebody in particular who didn't receive the Webinar slide presentation, you could email me.

My name is Tracey Mock. I'll give you my email address and I'll be happy to send you the slide presentation.

The other thing is we are also going to post these slides on ONC's Recovery Web site. Let me give you that URL and we're - and well let me give you that URL and then I'll mention a couple other things real quickly about that.

The URL is HTTP://helpit.hhs.gov/arra. And on that Web site there is a section on the left, a hyperlink on the left that says Learn About High Tech.

And then when you click on that you see a link that launches you to Recipient Reporting. So we at ONC, we're in the midst of developing if you will a toolkit much of which has already been posted on that Web site such as FAQs, a checklist, sample reports. And these slides will also be posted at that site. So that might be a more convenient way to ask us that information.

Brandt Chvirko: Okay, there's also a question, if we have an employee who's job was saved but only works part-time on the grant, do we report only the hours worked on the grant or total hours?

It's only the hours worked on the grant. Any is - whatever was funded by the Recovery Act for the purpose of carrying out the objectives of the grant that you received would be jobs that are counted whether it's part-time, temporary, full-time.

Another question. The report requires to report on an activity code. Where do I find the activity code? And this is for Tracey because as I understand it you're doing general activity codes?

Tracey Mock: The activity code, well as far as where to find it, if you click on the cell itself there's a drop-down box that gives you, you know, a whole host of options to choose from.

We are not prescribing a certain code per se because obviously everybody's project is different both within and among grant programs.

However within the realm of all the choices there's a series of codes I'll call the e-codes. And those pertain to help.

So you would - I would encourage you to look at the e-codes to see whether or not any of those would suit or align with your project.

And then even further at a more granular level within the e-codes there's an EO6 series and an EO9 series. One has to do with quality, one has to do with professional care.

So that might also be a more granular look at the different codes that are available that you might select from.

But again we're not being prescriptive. We're just offering recommendations to assist in that selection process.

Brandt Chvirko: Next question, if we aren't drawing down funds until April 1 but we have hired and are doing work, do we report these expenditures in the next quarter?

Yes. If you haven't drawn anything down or spent anything until April 1 you would just report what you've spent or drawn down as of the 31st which would be zeros.

But you could if you've already hired people but you anticipate that those jobs will be reimbursed by the Recovery Act you can still report those jobs now.

So it is possible to report jobs with no expenditures or drawdowns. I mean you may get flagged in the system.

I forgot what the threshold is for the number of jobs with zero expenditures. But you can still just go ahead and submit that information.

And then, you know, you may get a question from your project officer just to verify that in fact those jobs will be reimbursed but it is allowable.

So next question, sub recipient reporting. At first you say that sub recipients may report. Then in a later slide you say that they must report. Where is the line drawn? Is it only an option if they were - so sorry for the confusion.

Sub recipients, if they received $25,000 or more, the data elements that are required for sub recipients must be reported.

And that can either be done by the prime recipient you, or you can delegate that to them to report it.

So in the sense of if they received 25 - if your sub recipients received $25,000 or more those elements must be reported.

It's just - it will either be by you or by them if you delegate. If they received under $25,000 then you only need to report that information in the aggregate. So, you know, the total amount, the total number of sub recipients that received under 25,000 and the total amount they you provided to them.

And then you have another question. If we have an employee hired 3-16 and who won't get a paycheck until 4-10 do we still report it in this quarter?

Oh these are getting tricky now. Oh wait I just lost that one okay.

Tracey Mock: Are they going to be reimbursed (unintelligible)?

Brandt Chvirko: Yes that's true.

Tracey Mock: Yes.

Brandt Chvirko: Thank you Tracey. Please anyone else weigh in here. Yes, as long as you will be reimbursing that employee you can count the hours that they worked now whether those hours have been reimbursed yet or not.

Do we report on the vendors for which we reimbursed $25,000 or more? Yes you do. And for those vendors that received $25,000 or more you just will submit their DUNS number or name and ZIP code, the expenditure amount and the description of the expenditure. So that's if, you know, as a prime recipient you have a vendor that gets more than $25,000.

If you have any sub recipients that get over 25,000 it's just the DUNS number or the name and ZIP code.

Again sub recipient or vendors do not need a DUNS number. Any vendors that receive under 25,000 it's just like a sub recipient. You would just report that information in the aggregate.

And it's only vendors that receive less than $25,000 from the prime, not from the sub. You don't need to worry about counting anything for sub recipient vendors that receive under $25,000.

Next question, just to clarify, if we are not delegating to a sub recipient do they still need to register in CCR and federalreporting.gov?

No they do not but they still need a DUNS number. And they may need to - yes, no I think just the DUNS number, yes.

Okay if a sub recipient receives under 25,000 in the first reporting period but we know the grant amount will exceed 25 do we report now?

So at this point you can just report it in the aggregate. And then the next reporting period as it - if they receive over $25,000 you can report it either way.

You can if - you know, if they receive, you know, say the next time around again $24,000 you can report that as, you know, in your aggregate field or you can break those out and submit them in the sub recipient field for with all of the data elements that are required of those that receive over 25,000.

Okay. Just to confirm, if we have not drawn down funds for the period do we still need to report expenditures or do we just report jobs?

So if you've not drawn down any funds you do not need to report drawdowns, the amount that you've received or the amount that you have expended.

You can report jobs now even, you know, if they will be reimbursed by the Recovery Act.

And on that next question or the question I just answered if I - if that was a bit unclear, go to in the links that we provide you with the appendix, go till the very end of the OMB Frequently Asked Questions document.

And there are specific questions to how to report on your subs and vendors that get under 25,000 one quarter versus more than 25,000 in the next quarter.

And it's a - does a much more eloquent job of breaking that out and describing that. And then if you continue to have questions please contact us here.

Tracey Mock: Okay. We're just going to take a pause for a moment and see if there are any questions on the phone.

Coordinator: Our first question on the audio is from (George). Your line is open.

(George Astrike): Thank you. This is (George Astrike) from Missouri. I wanted to revisit the centralized reporting that the state's doing, centralized reporting. How much of this additional reporting is then still required?

Brandt Chvirko: Well all of it. Because, you know, you're the one that's still going to be required to collect all of the information whether it's from ONC in the Recipient Readiness Tool or from your sub recipients and vendors, if you have them and then give that information, you know, then do your own data quality checks since you'll be responsible for that information.

And then send it off to the state central reporting entity that will then combine, you know, will then submit your report on your behalf along with the reports from the other state agencies.

So yes, most definitely, you know, the - you still have to go through. Probably the only thing that you don't have to deal with is registering at federalreporting.gov.

But everything else you'll still have to do. And then make sure you get to the state on time.

(George Astrike): It's not duplicated correct?

Brandt Chvirko: I'm sorry, say again?

(George Astrike): It is not required to be duplicated in both. It - the same information's required but only submitted once?

Brandt Chvirko: Well I mean the state is going to be working with you to, you know, get the - to have the reports be completed.

And then it's - they're just going to be kind of a pass through, a conduit. I mean they may or hopefully be able to do some data quality checks. But you'll, you know, submit to them what's required to be reported.

(George Astrike): That - I understand, only through the one channel though. Thank you.

Brandt Chvirko: Yes.

Coordinator: Next question is from Fern. Your line is open.

Fern Percheski: Actually my questions have been answered. Thank you.

Brandt Chvirko: Okay.

Coordinator: All right, next question is from (Julie). Your line is open.

(Julie): Thank you. Costs projected for these grant are inclusive of both direct and indirect costs. I'd like to confirm that there's no reporting for any allocation of indirect costs?

Brandt Chvirko: Your admin funds, everything will be included in your expenditure field except for if any match is required. I'm not sure for any of these.

Tracey Mock: Some of our programs do not match.

Brandt Chvirko: Yes. You don't have to worry about match. But anything that you spend -- and I'm not sure what the admin requirements are for OMC. For AOA, you know, they were in line with our regular authorizing statutes. So obviously those have to be reasonable and again, you know, in case you're ever audited by the

Inspector General. But you can include all of your expenditures and costs in your - in that field.

(Julie):   Thank you.

Coordinator: The next question is from (Annette). Your line is open.

(Annette):   Hi. My questions were answered. Thank you.

Coordinator: All right, we have a question from Puerto Rico. Your line is open.

Tracey Mock: Okay next?

Coordinator: We had a question from Puerto Rico. Your line is open.

Man: The question was answered. But can you please repeat the URL you were giving for the slides?

Tracey Mock: Oh sure. It's HTTP;//helpit.hhs.gov/arra.

Man: Thank you.

Tracey Mock: You're welcome.

Coordinator: And we have a question from (Mike Aldrich). Your line is open.

(Mike Aldrich):   Yes hi. Thank you for taking my question. You talked about sub recipients and I think I'm clear on the definition.

What about someone that's doing work that is substantive to the project but is not receiving ARRA dollars, in other words an in-kind contributor?

Brandt Chvirko: No. You'd only count those actually receiving ARRA dollars.

Tracey Mock: Okay next question?

Coordinator: And I'm showing no further questions.

Brandt Chvirko: Oh okay.

Tracey Mock: Okay.

Brandt Chvirko: So we'll go back to the email. If sub grantee has started work but subcontract is not in place do we have to report on this?

No. If you - you're a sub recipient, you would record those data elements if they received $25,000 or more or the aggregate, you know, the number and amount if it's under 25,000. But if they have not yet awarded money to a vendor then they would not have to relay that information to you.

And again that's only if the vendor received $25,000 or more would you then need to report their DUNS number or name and ZIP code.

Next question if we have more than one grant from a single federal agency do we need to submit two separate ARRA reports?

Yes.

How much detail is required in the quarterly activities project description?

You know, it doesn't have to be substantial detail. You can look in the data model which is in the links that kind of provides examples.

But it just has to be a general description of, you know, what activities have taken place. But, you know, you won't be able to, you know, I think you'll be able to go into tremendous detail. But again, just as long as, you know, that when this information gets posted to recovery.gov the public would get a good sense of what's been going on.

Tracey Mock: You may want to consider as far as a source for that information, although obviously an extract or condensed version but look at the project abstract that you submitted with your application.

That might be a good starting point at least to see, you know, what information you may want to extract from that that could be perhaps used in this project description.

Okay. Oh okay, can you provide Tracey's - yes I'll be happy to do that.

Before I do that I just want to sort of make it clear what may be sort of the demarcation is in terms of contact so that, you know, we're channeling questions in the right direction.

So if you have questions about federalreporting.gov the system itself and technical issues and whatnot, then go ahead and call the federalreporting.helpdesk. I mean they're the first source of information.

And if you have questions about your - something more programmatic in nature like, you know, what should I put in for my program or project

description, something that's more programmatic in nature, then you should really contact your ONC project officer.

And then anything that has to do with the reporting process itself just as we're going through now and describing if you need further clarification, then by all means you can contact me.

And my email address is Tracey T-R-A-C-E-Y.mock M-O-C-K@hhs.gov

Brandt Chvirko: And we've gone through all the email questions. So are there any additional I guess...

Tracey Mock: Anybody else on the line?

Coordinator: I'm showing no questions on the audio.

Tracey Mock: Okay great. Well then I think that concludes our session for this afternoon. Thank you so much for joining us.

I think despite getting off to a, you know, a slow start we had a really successful Webinar. I think we conveyed a lot of information, received a lot of great questions.

And we look forward to working with you in our April reporting period. Thank you.

Brandt Chvirko: Thank you.

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